HOW TO USE PROPERTY SALES LOOKUP

(Available at www.nashuanh.gov/assessing)



- = Advanced Search Multiple Fields
- = Search by Use Code
- Search by Date
- = Search by Map = Search by Street Name
- = Search by Neighborhood Code

- = Search by Style
- = Search by Style & Use Code
- = Search by Style & Sale Price
- = Search by Style, Use Code, & Sale Price
- = Search by Sale Price

*All searches return data for 2 years prior to the search date unless searching by specific date. If searching by date, all searches will return all records within the date range entered. All searches are also limited to sales prices greater than \$5000.00 unless searching by sales price. If searching by sale price all searches will return all records within the sales price range entered.

To the left of your screen in the Assessing page, select 'Property Sales Lookup' and then click on the link 'search property sales' towards the bottom right under "Search Property Sales". This brings you to the screen above which allows several options to search for property sales. This program is updated nightly and all searches return data for 2 years prior to the search date unless searching by specific date. If searching by date, all searches will return all records within the date range entered. All searches are also limited to sales prices greater than \$5000.00 unless searching by sales price. If searching by sale price all searches will return all records within the sales price range entered. If you need help understanding the various assessment codes, go to https://www.nashuanh.gov/174/Assessment-Code-Descriptions. Below is useful information on each of the above ways of searching for a property in their respective order from the list above.

Search by:

Advanced Search-Multiple Fields:

This allows a search for properties using multiple criteria: a specific use code, property style code, map (or area), sale price (minimum to maximum), sale date (from one date to another). In the example below, the user is searching for all the sales for raised ranch style homes that have sold in the area of Map E (a map (sometimes called a sheet) is a taxing district in the city. These are identified as a letter (A through I) or a number and are the designation to the left of the hyphen in the 'Parcel ID' The parcel ID of any property can be found in the "Property Data (Webpro)" program in the upper right of the summary screen of the subject property's data. https://assessing.nashuanh.gov/default.asp

Printer Friendly - Set paper to landscape. Prints all records.

Check the items you want to search by and select the appropriate value.

Use Code

Style Code

Map

Sale Price

Sale Date

Your search for Style Code 08 - RAISED RANCH and Map 0000E returned the following results:

25 Record(s) found.

The first 20 records are displayed. Use the Next Page and Previous Page links to the right to navigate through the results.

								< Prev Pg Next Pg>					
Use Code	Code Desc	Sheet	Lot	Account #	Sale Date	Location	Style	Sale Price	Qual. Flag	Book Pa	age		
1401	1 UNIT	0000E	00514	19594	7/9/2018	20 WHITE PLAINS DR	RAISED RANCH	\$135,000.00	NEEDS REVIEW	9088 22	236		
1401	1 LINITT	OOOOE	00041	5766	6/0/2010	24 HIGH DINE AVE	DATEED BANCH	#260 022 00	NEEDS DEVIEW	0070 22	244		

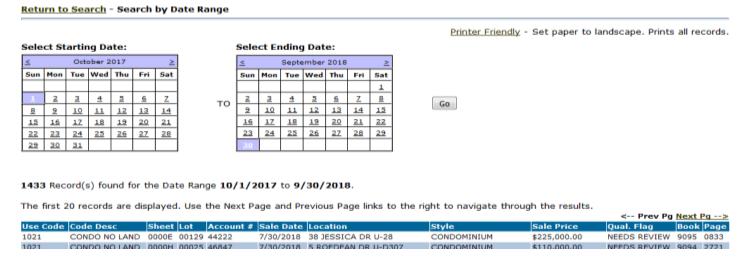
Use Code:

This may also be referred to as 'land use code' and is the basic use of the land or property. By selecting the use code from the drop-down menu a numerical range of use codes must be entered. More of an explanation of each of the specific land use codes can be found at https://www.nashuanh.gov/174/Assessment-Code-Descriptions. If your search is for only one type of property, simply put in the same use code for both the bottom range and the top range and then click on "Go". In the example below the user is searching for properties sold in the past two years which had either one or two units. The range would be 1401 (one unit) to 1402 (two units).



Date:

This option allows for the user to search for all sales within the chosen date range. To find sales out of the 2-year range, this option should be used. This search includes all property transfers for all for all types of properties. In the example below, the user is searching for all sales between October 1, 2017 and September 30, 2018 (the date range on which 2018 assessments are based).



Map:

Searching by 'map' will list all sales for all types of properties within a specific assessor's map area of the City of Nashua in the past two years. The map designation for a property can be found at 'Property Data (Webpro)' https://assessing.nashuanh.gov/default.asp or http://citygisweb3.nashuanh.gov/NashuaNH/default.aspx, 'GIS Maps' at the Assessing Department's page of

the City's website. The map designation is the letter or number in the Parcel ID to the left of the hyphen. Sometimes, as in this "Property Sales Lookup" program, the map is referred to as "sheet". In the example below, the user is searching for all property sales within Map 3 (Note the column which identifies the map designation is the 3rd column from the right and is entitled 'Sheet').

Select Map:

0003 ▼ Go

9 Record(s) found for Map 0003.

The first 20 records are displayed. Use the Next Page and Previous Page links to the right to navigate through the results.

								< Prev Pg Next Pg			
Use Code	Code Desc	Sheet	Lot	Account #	Sale Date	Location	Style	Sale Price	Qual. Flag	Book	Page
1401	1 UNIT	0003	00009	2602	7/16/2018	32 FIFIELD ST	COLONIAL	\$259,933.00	NEEDS REVIEW	9091	0046
9100	CHARITABLE	0003	00034	39453	6/15/2018	35 ORCHARD AVE; 36	CLUB LODGE HALL	\$325,000.00	NEEDS REVIEW	9081	2360
1401	1 LINITT	0003	00179	24420	5/22/2010	10 CRESTVIEW TER	PATEED PANCH	\$317 000 00	NEEDS DEVIEW	9074	2027

Street Name:

Searching by 'Street Name' will bring up properties of all types that have sold on that specific street within the past two years. If searching by street, type in just the name of the street and if the street designation is entered (although not required) it must be entered as abbreviated without the period (e.g. Northeastern Blvd or East Dunstable Rd). In the example below, the user is searching for all properties that have sold on Lund Road in the past two years.

Return to Search - Search by Street Name

Printer Friendly - Set paper to landscape. Prints all records.

Enter the Street Name or Partial Name:

lund rd Go

13 Record(s) found for Street lund rd.

The first 20 records are displayed. Use the Next Page and Previous Page links to the right to navigate through the results.

									< Prev Pg Next Pg -				
Use Code	Code Desc	Sheet	Lot	Account #	Sale Date	Location	Style	Sale Price	Qual. Flag	Book	Page		
1401	1 UNIT	0104	00097	47700	7/3/2018	18 LUND RD	COLONIAL	\$280,000.00	NEEDS REVIEW	9087	2476		
1401	1 UNIT	0139	00073	28580	6/19/2018	209 LUND RD	CAPE	\$349,000.00	QUALIFIED	9082	2532		
1401	1 UNIT	0105	00152	42373	5/21/2018	104 LUND RD	COLONIAL	\$320,133,00	OUALIFIED	9074	0330		

Neighborhood Code:

This will list all sales in the past two years within a particular planned development or condo development (such as Westgate Village or Greenleaf Condos). For properties not within a planned or condo development, the neighborhood code would be determined with the age/type of the neighborhood (e.g. New Good (NG) would mean most properties were built after World War II and are in good condition or Early Superior (ES) would mean built before World War II and are superior). The listing that pops up in the drop down menu when this is selected will further explain some of these. In the example below the user is searching for all properties sold within the Coburn Woods development in the past two years.

Return to Search - Search by Neighborhood Code

Printer Friendly - Set paper to landscape. Prints all records.

Select Neighborhood Code:

CW - COBURN WOODS ▼ Go

44 Record(s) found for Neighborhood Code CW - COBURN WOODS.

The first 20 records are displayed. Use the Next Page and Previous Page links to the right to navigate through the results.

									- 11CV1	y MCALITY >
Use Code	Code Desc	Sheet	Lot	Account #	Sale Date	Location	Style	Sale Price	Qual. Flag	Book Page
1021	CONDO NO LAND	0000F	00079	21054	7/27/2018	111 COBURN AVE U-76J	CONDOMINIUM	\$192,000.00	NEEDS REVIEW	9094 1370
1021	CONDO NO LAND	0000F	00079	10026	7/13/2018	111 COBURN AVE U-10B	CONDOMINIUM	\$215,000.00	NEEDS REVIEW	9090 1178
1021	CONDO NO LAND	NUUNE	00079	12056	7/5/2018	111 CORURN AVF II-1491	CONDOMINIUM	\$179 NNN NN	NEEDS REVIEW	9088 0494

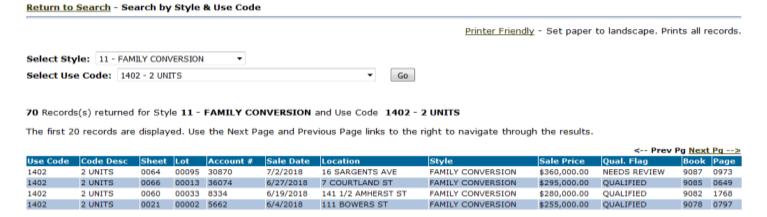
Style:

This will list all sales of a particular style of property, such as ranch, colonial, etc. within the past two years. In the example below the user is searching for all sales of 'ranch'-style homes.

Return to Search - Search by Style Code Printer Friendly - Set paper to landscape. Prints all records. Select Style to Search: 01 - RANCH Go 434 Record(s) found for Style 01 - RANCH. <-- Prev Pg Next Pg --> Use Code Code Desc Account # Sale Date Location Style Sale Price Qual. Flag 1401 1 UNIT 0000I 00063 51795 7/30/2018 3 PILGRIM CIR RANCH \$470,000.00 NEEDS REVIEW 9095 0732 1401 1 UNIT 0000I 00063 51795 7/30/2018 3 PILGRIM CIR RANCH \$470,000.00 NEEDS REVIEW 9095 0728 1401 1 UNIT 0139 00072 34448 7/27/2018 200 KNOLLWOOD AVE RANCH \$270,000.00 NEEDS REVIEW 9094 2173

Style & Use Code:

This will narrow down the sales to those of a particular style and use code within the past two years. In the example below the user is searching for all property sales with a style of 'family conversion' with 2 units.



Style & Sale Price:

This will bring up a list of the selected style of home that sold within a selected price range in the past two years. In the example below the user is searching for all ranch style homes with a sale price between \$200,000 and \$300,000.



251 Record(s) found for Style 01 - RANCH and Price range \$200,000.00 to \$300,000.00

The first 20 records are displayed. Use the Next Page and Previous Page links to the right to navigate through the results.

									< Prev Pg <u>Next Pg</u> -			
Use Code	Code Desc	Sheet	Lot	Account #	Sale Date	Location	Style	Sale Price	Qual. Flag	Book	Page	
1401	1 UNIT	0139	00078	17498	6/29/2018	212 KNOLLWOOD AVE	RANCH	\$300,000.00	FIDUCIARY	9086	1215	
1401	1 UNIT	0002	00046	5026	1/29/2018	31 MORNINGSIDE DR ;47-48	RANCH	\$300,000.00	QUALIFIED	9046	0726	
1401	1 UNIT	0000B	01294	3680	12/15/2017	43 TENBY DR	RANCH	\$300,000.00	QUALIFIED	9035	2431	
1401	1 UNIT	0003	00013	27162	12/6/2017	34A FIFIELD ST	RANCH	\$300,000.00	QUALIFIED	9033	0912	

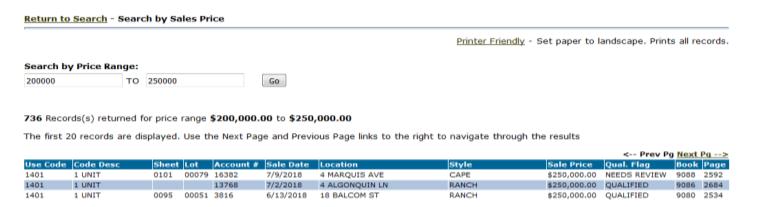
Style, Use Code & Sale Price:

This will bring up a list of the selected style of home with a particular use code, that sold within a selected price range. In the example below the user is searching for all single-family, ranch style homes that had a sale price between \$100,000 and \$200,000.

Return to	<u>Search</u> - Sea	rch by S	tyle, U	se Code, & S	ale Price						
							Printer Frien	dly - Set pape	er to landscape. F	rints all	records.
Select Use	e Code: 1401	- 1 UNIT				•					
Select Sty	de to Search:	01 - RAN	ICH		~						
Minimum	Price Range:	100000									
Maximum	Price Range:	200000		Go							
73 Record((s) found for U	Jse Code	1401 -	1 UNIT and 9	Style O1 - RA	NCH and Price range \$1	00,000.00 to	\$200,000.00			
The first 20	0 records are	displayed	. Use th	ne Next Page	and Previous	Page links to the right to	o navigate thro	ugh the result	s.		
		,,					g			D	
Use Code	Code Desc	Sheet	Lot	Account #	Sale Date	Location	Style	Sale Price	Qual. Flag	v Pg <u>Nex</u>	Page
1401	1 UNIT	0105	00016	34386	9/25/2017	93 FAIRVIEW AVE ;17	RANCH	\$200,000.00	BANK RESALE	9010	674
1401	1 UNIT	0000E	00425	35156	4/21/2017	13 WHEATON DR	RANCH	\$200,000.00	FIDUCIARY	8961	1361

Sale Price:

This will bring up a list of the properties that have sold within a selected price range. In the example below the user is searching for all properties that had a sale price between \$200,000 and \$250,000.



General Information:

Once the search is executed the next screen will include several columns of information which are mostly self-explanatory. The column entitled "Qual. Flag" is where the nature of the sale is identified, such as foreclosure, bank resale, fiduciary, etc. This is an important factor when looking for sales to include with an abatement. It is the sales listed as "qualified" in this column that the City of Nashua will consider in defense of an abatement as it is those sales that would likely be indicative of market value. A qualified sale would be a sale between a willing buyer and willing seller and one which is an arms-length transaction between two parties. When a sale is listed as "Needs Review" that is a sale that has not yet been reviewed to determine the nature of the sale. It may be a sale that can be included as one of the comparable sales in defense of an abatement if the person filing the abatement believes it was an arms-length transaction. It will be important to submit as many comparable qualified sales as necessary to be able to show the overassessment.

When a sale is listed here as "Other Reason" this would not be a sufficient sale to submit with an abatement. This type of sale is a short-sale or one in which the seller was settling for much less than s/he owes on the property and therefore, these require lender approval. These types of sales also would not be used to set assessments as they are not usually indicative of market value.

For evidence in an abatement filing, it is important to only use sales which have occurred 6 months prior to the date of assessment (April 1st of the year of applying) and 6 months after the date of assessment. It is also important to list only sales listed as "Qualified" since these are what is used to set assessments.

To compare the data of a recently sold property with the subject property's data, note the address of the property that sold and switch over to 'Property Data (Webpro)' program https://assessing.nashuanh.gov/default.asp where all the data on each property is listed. Here one can compare the building square footage, # of bathrooms, or any other data that might affect the market value of the property to help determine if that particular sale is of a property similar to yours. If the sale is listed as a 'qualified' sale, it would be appropriate to use as evidence with your abatement. For instructions using 'Property Data (Webpro)' program go to https://www.nashuanh.gov/DocumentCenter/View/87

To avoid hitting 'Next Pg' and have a running list of the selected sales, select the 'Printer Friendly' option at the top of the screen.